



DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration
Washington DC 20420

IL 12-2002-004

In Reply Refer To: 122

April 2, 2002

OFFICE OF REHABILITATION RESEARCH AND DEVELOPMENT LETTER
REQUEST FOR APPLICATIONS (RFA) FOR EQUIPMENT TO ENHANCE
RESEARCH FACILITY

1. The Veterans Health Administration (VHA) Office of Research and Development Rehabilitation Research and Development Service announces a unique program for purchases in Fiscal Year (FY) 2002 of shared research equipment to be used in Department of Veterans Affairs (VA) research facilities. All funded Rehabilitation Research and Development (RR&D) Investigators who are receiving research support are invited to submit requests no later than April 15, 2002, in accordance with the following guidelines.
2. Total equipment costs requests should not exceed \$250,000 for individual studies and \$500,000 for RR&D Center programs and the Research Enhancement Award Program (REAP).
3. Requests in the following categories will be considered:
 - a. New equipment to be used as a shared resource with other RR&D supported investigators.
 - b. Replacement equipment to be used as a shared resource.
4. Requests for the following will not be considered:
 - a. Animal Research Facility equipment. **NOTE:** *The Animal Research Facility Equipment Committee reviews requests for these equipment items.*
 - b. Administrative support equipment. **NOTE:** *Computers may be requested only if they directly serve a research purpose.*
 - c. Equipment already approved through another funding mechanism, such as merit review or private foundations.
 - d. Construction of new facilities or renovation of existing facilities.
 - e. Repair of existing equipment.
 - f. Equipment Maintenance Contracts.

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5. An ad hoc committee will review all requests. Particular consideration will be given to the following factors in evaluating the requests:

a. Does the request fall in one of the preceding approved categories?

b. How important are the requested equipment items to rehabilitation research at the VA medical center and to the individual investigators who will use the equipment? How will the equipment enhance the VA medical center research program? How will the items benefit the investigators in conducting their research? How many funded-investigators will use the equipment? Is the equipment requested the most appropriate for their needs?

c. Will other research programs at the VA medical facility benefit from this equipment?

d. Does the RR&D Center or VA medical facility have the means to house and maintain the equipment items? Does the equipment have special installation requirements? Have these requirements been addressed in the request?

6. Shared purchasing plans are encouraged. Such plans need to be documented in the applications and will be considered in evaluating large requests.

7. All requests must be submitted in accordance with the instructions in Attachment A. Requests that are not submitted in the proper format will not be reviewed.

8. Address all inquiries to Laura Bowman at (202) 408-3680.

John R. Feussner, M.D., M.P.H.
Chief Research and Development Officer

Attachment

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ATTACHMENT A

**APPLICATION INSTRUCTION FOR SUBMISSION OF PROPOSALS FOR
REHABILITATION RESEARCH SERVICE NEW OR REPLACEMENT EQUIPMENT**

1. FORMAT: One proposal application will be accepted from each Department of Veterans Affairs (VA) facility supporting funded Rehabilitation Research Service Investigators.

a. Proposals should consist of single spaced typed pages in a least 11-point font size.

b. Applications must consist of single-spaced typed pages. Use letter-quality print. All text must be prepared with at least 11-point font.

2. REQUIREMENTS: Each facility's applications must contain the following materials:

a. **Cover Sheet**. A cover sheet listing the following items in the order specified:

(1) VA medical facility address.

(2) Administrative contact name, telephone, fax and email.

(3) Name and signature of the Associate Chief of Staff for Research and Development (R&D).

(4) An itemized list of all equipment items, sorted by equipment category (new, replacement, non-office supplies), including a breakdown of the cost per item by the amount requested from VA Central Office, and the amount to be funded by other source(s). Highest priority items should be listed first.

b. **Equipment Description**. For each requested equipment item, provide the following information, limited to three pages per item:

(1) **Description**. Name of the specific item of equipment.

(2) **Justification**. Describe the usefulness of the item to the overall research operation. Describe how the equipment enhances the research team's ability to compete for both VA and extramural funding. If the requested item is to be used in conjunction with other available instruments or parts of instruments, provide a description of those instruments including their function and how the requested item interfaces with them. For new equipment, explain how the need for the item was previously met. For replacement equipment, describe other similar pieces of equipment available in addition to the item(s) designated for replacement. Provide specific details on how item will be used in relation to scientific objectives. Estimate the amount of time the equipment will be used (hours per week) by each investigator or group of investigators. For non-office supplies, explain the prototype development activities to which they relate.

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(3) **Cost.** Briefly describe any cost sharing arrangements. Describe plans for covering any installation costs and for providing maintenance. Explain whether or not the equipment has been requested through any other funding mechanism.

c. **Integration.** Include a letter of transmittal from the medical facility Director, including a statement that the R&D Committee has approved the request and the date of approval. For replacement equipment, a copy of the relevant Consolidated Memorandum Receipt (CMR) describing the equipment to be replaced and a copy of the completed VA Form 2237, Request, Turn In and Receipt for Property or Services, which will be submitted to excess the outdated equipment

3. SUBMISSION OF APPLICATIONS: Submit the original and ten copies by courier or commercial overnight delivery to:

Rehabilitation Research and Development Services (122A)
Department of Veterans Affairs
1400 I Street, NW
Suite 700
Washington, DC 20005

4. DUE DATE: Applications must be received at RR&D Service by close of business April 15, 2002.